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Approved For Release 2002/05/01 : CIA-RDP80-00773A000100020059-6

D/Pers

7 November 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report -- Week Ending 7 November 1975

1. Special Needs: OER officials are finalizing their campus visitation program for the current season with the cooperation of our field recruiters. Trips planned include visits to the West Coast, New York State, Pennsylvania and the Midwest. A southern swing this year has been expanded to include Atlanta University System, Georgia Tech, University of Florida, University of Tennessee and Vanderbilt. Duke University, University of North Carolina and Virginia State will also be visited. The yearly conference of the American Economic Association, which takes place traditionally between Christmas and New Years, will be held in Dallas, Texas. Eight economists are scheduled to attend, and Recruiter Bill [redacted] the recruiting arrangements.

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2. Aftermath of Minority Conference: Recruiter Larry [redacted] phoned from the West Coast to advise that the aftermath from the Minority Conference which was held at CIA Headquarters is still alive -- especially at the UCLA campus. He stated that placement officials Chuck Sundberg and Winston Doby were obliged to take part in a panel which sought to look into CIA activity on the UCLA campus. Some of the dissident groups there are now insisting that CIA be denied access to that campus as a result of having sent representatives to Washington for CIA "briefings."

3. House Select Committee Hearing: The Director of Personnel and others in OP spent a considerable period of time preparing for the appearance of the Director with D/Pers before the House Select Committee on the subject of the detail of Agency employees to other Government agencies and the detail of employees from non-CIA agencies to CIA for a tour.

4. Review of Official Personnel Folders: Eighty-six employees visited Staff Personnel Division to review their OPF's during the month of October.

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5. Interest in Agency Notice: We have received two phone calls from Agency disabled veterans as a result of the Headquarters Notice recently published on the subject. Both men offered their services, experiences and knowledge for whatever use we might make of them.

6. Position Management Survey: Representatives from our Position Management and Compensation Division met with the Director of Training and his staff to outline position management survey objectives in connection with the OTR survey scheduled for March 1976.

7. Fair Labor Standards Act:

a. Our Position Management and Compensation Division is currently reviewing Agency positions that are affected by the Fair Labor Standards Act "Executive Exemption" and related criteria to determine exempt and non-exempt status for mid-level supervisory positions.

b. Meetings are being held with component Personnel Officers to alert them to problems connected with FLSA.

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9. Blood Donations: 189 pints of blood were donated on 4 November. We have been asked by the Fairfax County Chapter of the Red Cross to make an extra effort to obtain blood donations next month in view of the forthcoming holidays.

10. Central Processing Disbursement: Central Processing Branch's disbursed advances and travelers checks during the month of October 1975 hit an all-time high. Advances amounted to $202,292, compared to $130,821 for October 1974. Travelers checks disbursed in October 1975 amounted to $128,300, compared to $59,200 in October 1974.

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11. Savings Bonds: The Deputy Chief, Benefits and Services Division attended the National Savings Bonds Sales Conference at the Sheraton Park Hotel on 5 November.

12. Rehired Annuitants: The following rehired annuitant cases were approved for the Administration Directorate:

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[redacted]

Coming Events:

1. On 17 November we will enter on duty the third professional deaf employee for OJCS. Arrangements are being made for Mr. [redacted] of OS to accompany the gentleman through the EOD processing.

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2. The EAA Store has received its annual shipment of pecans and they will be put on sale Monday, 10 November, in "J" Corridor outside the store, along with Christmas candy and cards. The price of the pecans is up this year to $2.31 per pound, but still a bargain. The increase in price is attributable in part to the trees being damaged by storms.

3. We will continue to review and consolidate the APP's.

4. Chief, Clerical Staffing Branch reports that the Summer Only Headquarters Notice was given a "publish" date of 10 November and should be out next week.

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[redacted]

for F. W. M. Janney
Director of Personnel

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